



**Cordova District Fishermen United**  
PO Box 939 | 509 First Street | Cordova, AK 99574  
phone. (907) 424 3447 | fax. (907) 424 3430  
web. www.cdfu.org

## POSITION ANNOUNCEMENT

**Position Title:** CDFU Administrative Assistant  
**Hours:** Part-Time (25 hours per week) + seasonal overtime  
**Position Type:** Permanent - 6 month probationary period  
**Date of Posting:**  
**Compensation:** \$16.00 - \$18.00 per hour - DOE - Personal & Sick Leave, Holidays  
**Start Date:** Open until filled

Cordova District Fishermen United is a non-profit member organization dedicated to preserving, promoting and perpetuating the commercial fishery in the Gulf of Alaska, Prince William Sound (PWS) and the Copper River. CDFU is looking for an organized, flexible and energetic individual to join the team in the position of Administrative Assistant to support execution of all CDFU activities, including the SERVS (Ship Escort Response Vessel System) program.

This position is responsible for maintaining comprehensive databases; assisting with CDFU programs and assisting in coordination of Alyeska SERVS related activities that ensure adequate response systems are in place in the event of an oil spill in PWS.

**Some of the activities to be performed include:**

- Being the first point of contact for CDFU: responding to fishermen inquiries in person and on the phone and referring to other staff as necessary.
- Coordinating and executing CDFU Programs with direction from the Executive Director and Office Manager
- Database and records management
- Outreach and Communication
- Fundraising and Recruitment
- Program and events coordination
- Data entry, photocopying, filing and general clerical work
- Bi-annual SERVS training organization & set up
- Assisting with CDFU day-to-day office activities

**Suitable applicants will possess:**

- A personable, friendly attitude suitable for front-office engagement with fishermen
- Local Cordova residency or ability to relocate and Valid Driver's License
- Passion for preserving commercial fisheries, fish habitat and our way of life in Prince William Sound
- Excellent verbal and written communication skills; Professional phone etiquette
- Experience in program coordination and execution
- Extensive computer experience, with both Mac and PC; Experience using excel, word, etc.
- Ability to multitask and ability to take initiative; highly motivated and enthusiastic attitude
- Strong organizational skills and attention to detail
- A semi-flexible schedule to allow for on-call response to periodic drills or spills
- Available for overtime consistent with bi-annual SERVS training (2 weeks mid-end of April, 2 weeks mid-end of Sept) as well as some CDFU programs that occur on Saturdays

**To apply for this position:**

Submit your resume (C.V) and a cover letter describing how your qualifications and experience would be a good match for this position to:

Rachel Kallander - rachel@cdfu.org  
Re: Administrative Assistant Position